



US Passport Application Procedure

Army Community Services (ACS)



ACS HAS MORE DETAILED HANDOUTS AND CAN HELP PROCESS YOUR APPLICATION

The US Embassy in Seoul is the only facility in Korea authorized to issue US passports. ACS is designated as a courier for US passport applications going to the US Embassy from applicants who are US citizen soldiers stationed in Korea or US citizens working for the US government in Korea (unless you have lost or had your passport stolen, in which case you must apply for a new passport in person at the Embassy.)

US Passport Application

- Application form DS-11.
 - The application must be **notarized** (notarization available at your local legal office).
 - **Minors under 16 years old need both parents' notarized signatures on Form DS-11, and child must be present when application is notarized.**
- One passport photo (2"x2") with white background in appropriate civilian clothes. No digital photos.
- Proof of identity: military identification card and a front and back copy of military identification card (notarized at your local legal office).
- Proof of citizenship: birth certificate (original or certified copy), or if applicable, original naturalization certificate. Note, hospitals in the U.S. sometimes issue a commemorative "certificate of birth," which will not be accepted as a birth certificate. Birth certificates are vital records issued by the state or county government (see Center for Disease Control and Prevention for where to write for vital records (homepage located at <http://www.cdc.gov/nchs/w2w.htm#>)).
- FEE: \$135 for adult first-time applicants, \$105 for minors under 16 years old (apply for a "No-Fee" passport with DD-1056).

US Passport Renewal Application

- Renewal application Form DS-82.
- One passport photo (2"x2") with white background in appropriate civilian clothes. No digital photos.
- Military identification card and a front and back copy of military identification card (notarized at your local legal office).
- Old Passport.
- FEE: \$110.

ACS passport processing hours are Monday through Wednesday, 0800-1700, Thursday 1300-1500. Passport applications may be obtained at ACS or the US Department of State website (<http://www.state.gov>). All personnel submitting documents for passports must appear in person. The requirements are as follows.

	<u>Camp Casey Legal</u> Maude Hall Rm. 235, 730-3660	
<i>This information paper is one of a series of informative handouts containing general information on topics that legal assistance attorneys frequently advise on. Information provided is general in nature and does not constitute legal advice. Consult an attorney for specific legal advice for your particular situation. This information paper is distributed to persons eligible for legal assistance under 10 USC 1044.</i>		